

EXECUTIVE ASSISTANT
REVIEW OF JOB ANALYSIS
BACKGROUND INFORMATION

Date of Review: April 3 – 7, 2006

Collective Bargaining Identification: R04

Job Analysis Review Conducted By: Tamara Martinez-Long, Associate Personnel Analyst
Selection Services Section

Number of Incumbents: There are 44 incumbents in this classification per the California Department of Corrections and Rehabilitation's Filled/Vacant Position Report dated March 20, 2006.

Names of the Subject Matter Expert(s) and their background:

Sherrie Bender, Staff Services Analyst
Division of Adult Institutions

Ms. Bender is currently a Staff Services Analyst with the Department of Corrections and Rehabilitation (CDCR), Division of Adult Institutions. Previously she worked as an Executive Assistant with the CDCR, Financial Services Division for 2 ½ years. Ms. Bender has been with the CDCR for 10 years.

Linda Koshell, Executive Assistant
Division of Adult Institutions

Ms. Koshell is currently an Executive Assistant with the CDCR, Division of Adult Institutions. Ms. Koshell has been with the CDCR for 6 ½ years.

Kimberly Yancy, Executive Assistant
Folsom State Prison

Ms. Yancy is currently an Executive Assistant with the CDCR, Folsom State Prison. Ms. Yancy has been with the CDCR for 12 years.

Jeanie Cerrito, Executive Assistant
Board of Parole Hearing

Ms. Cerrito is currently an Executive Assistant with the CDCR, Board of Parole Hearings. Ms. Cerrito has been with the CDCR for 5 years.

COMMENTS: SMEs reviewed the existing job analysis for Executive Assistant, dated November 2001, to provide any necessary updates/changes. Minor changes were made to include language and title changes consistent with the Department's reorganization of July 1, 2005. In addition, Willingness statements were added.

EXECUTIVE ASSISTANT INFORMATION GATHERING

The edited list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Job analysis (2001)
- State Personnel Board Classification Specification
- Consulting with Subject Matter Experts